

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1868

Field Office Distribution

Notices are available on Internet at www.fsa.usda.gov/dam/forms/notices.asp. Handbooks are available on the FSA Intranet Handbook and Notice Print Files page at http://165.221.16.90/dam/handbooks/eds_index.htm for EDS locations to access for local printing and distributing. To inquire about the transmission of directives, call the Directives Section at 202-690-0594.

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Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

| Short Reference and Effective Date | Title | For |
|---------------------------------------|--|-----------------------------|
| AO-1253 10-25-01 | 2001 COC Election Ballots | State and County Offices |
| AO-1254 10-26-01 | State Executive Directors' (SED's) National Conference | State Offices |
| DAP-119 10-26-01 | Signup Deadline for Quality Loss Program for Apples and Potatoes (QLP-AP) | State and County Offices |
| EQ-110 10-23-01 | Environmental Justice Compliance for FSA Programs | State and County Offices |
| FLP-229 10-24-01 | Graduation of Minor Program Loans | State and County Offices |
| FLP-230 10-29-01 | Debt Cancellation Requirements | State and County Offices |
| LP-1824 10-31-01 | November Alternative Repayment Rate for 2000 Crop Honey Nonrecourse Marketing Assistance Loans | State and County Offices |

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**Temporary
Directives
(Continued)**

| Short Reference and Effective Date | Title | For |
|---|--|---|
| PF-173 10-29-01 | 2001 Total Farm Acreage Report (PF-3R) | State and County Offices |
| PM-2274 10-23-01 | Using Annual Leave to Avoid Forfeiture and Exigency Information | FSA, RMA, and FAS Employees, Except Overseas Employees |
| PM-2275 10-26-01 | FY 2001 Annual Performance Appraisals for FSA Kansas City Offices and State and County Offices Under Pass/Fail Rating System | FSA Kansas City Offices and State and County Offices Using Pass/Fail Rating System |
| PM-2276 10-29-01 | Designation of Director, Financial Management Division (FMD) | All FFAS Offices |
| PM-2277 10-26-01 | Foreign Service Employees Using Annual Leave to Avoid Forfeiture and Exigency Information | FAS Overseas Employees |
| PM-2278 10-31-01 | FFAS Pilot Leave Bank (LB) Program for National Office and Overseas Employees Only | FFAS National Office and FAS Overseas Employees |
| PM-2279 10-30-01 | Thrift Savings Plan (TSP) Open Season | FAS, RMA, and FSA Employees |

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Permanent Directives

Permanent directives issued since the last weekly checklist are listed in this table.

| Short Reference and Effective Date | Title | For |
|---|---|--|
| 97-FI (Rev. 6) Amend. 1 10-23-01 | Processing Employee Reimbursements and Advances | All FSA Offices Except County Offices and All FAS National Offices |
| 2-FLP Amend. 8 10-26-01 | Guaranteed Loan Making and Servicing | State and County Offices |
| 1-NAP (Rev. 1) Amend. 3 10-22-01 | Noninsured Crop Disaster Assistance Program for 2001 and Subsequent Years | State and County Offices |
| 1-NAP (Rev. 1) Amend. 4 10-26-01 | Noninsured Crop Disaster Assistance Program for 2001 and Subsequent Years | State and County Offices |

Procedure Notices

Procedure notices issued since the last weekly checklist are listed in this table.

| PN Issue No. | Date | For |
|---------------------|-------------|--------------------------|
| PN Issue No. 126 | 10-25-01 | State and County Offices |

Obsolete Directives

Directives made obsolete since the last weekly checklist are listed in this table.

| Short Reference | Date of Obsolescence | Made Obsolete By |
|------------------------|-----------------------------|-------------------------|
| PM-2267 | 10-26-01 | PM-2275 |
| 97-FI (Rev. 5) | 10-23-01 | 97-FI (Rev. 6) Amend. 1 |

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USDA/FSA

| Prefix | Form No. | Edition Date | Form Title | Filename(s) | Stocked By | Unit Issue | Used By | WDC Directives | File Code <u>1/</u> | Remarks |
|--------|----------------|--------------|---|--|-----------------|-----------------------|--|---|---------------------|---|
| CCC | 24-1 | 10-23-01 | Supplement to Application for Approval of Warehouse | CC0024-1.DOC CC0024-1.WPD | RPL/WP/DOC | Sheet | KCCO | 1-IM, 3-WA | N/A | Updated to reflect current organizational entity to return completed form; destroy all previous editions. |
| CCC | 25-2 | 11-27-00 | Schedule of Rates - Uniform Grain and Rice Storage Agreement No. A _-3-CCC-__ | CC0025-2.DOC CC0025-2.PDF CC0025-2.WPD | RPL/WP/DOC/PDF | Sheet | KCCO | 1-IM | N/A | Now available in Microsoft Word fillable format; no changes made to content of form. |
| FSA | 1044 | 09-04-01 | Local Out-Of-Pocket Expense Control Log | eFSA1044.FML FSA1044.PDF | Electronic Form | Sheet | FSA Offices, except County Offices FAS National Offices | 97-FI | N/A | This form is new and is available electronically. |
| FSA | 1980-89 | 10-25-01 | Shared Appreciation Agreement for Guaranteed Loans | eFSA1980-0089.FML 1980-89.PDF | Electronic Form | MP/2 Head to Head | FSA | FMI dated 10-25-01, Referenced in FSA PN No. 126, 2-FLP. | N/A | This form was revised and is available electronically. Destroy stock and FMI dated 10-24-01. Referenced in FSA PN No. 126, dated 10-25-01. |
| FSA | Unnumbered 51 | | SED National Conference Registration | eSEDREGISTRATION.FML | Electronic Form | Sheet | State Offices | Notice AO-1254 | N/A | This form was revised and is available electronically. Destroy old stock. PDF-Audio version will be forthcoming. |
| KC | 329 | 07-21-95 | Checklist for Claim Procedures | KC0329.DOC | RPL/WP/DOC | Sheet | DMD-DCCB, WCD | N/A | N/A | Now available in Microsoft Word fillable format; no other changes made to content of form. |
| MISC | Prog. Aid 1603 | 10-01 | Conservation Reserve Program | nofile.htm | KC | Brochure | States | N/A | N/A | Revised publication; destroy old stock. |
| UCC | 3 | 09-29-98 | National Financing Statement Amendment (Incorporates Article 9 Revisions. Electronic file also contains UCC-3AD) http://www.iaca.org/sts/ | eUCC0003.fml | Electronic Form | MP/10 Head to Head | State and County Offices | Notice FLP-209, Notice FSFL-21, Notice LP-1801, 12-AO, 7-LP | N/A | This form is reissued in Omniform format to fix fillable cells. No changes were made to the contents of the form. File also contains UCC-3AD. |

Note: Files saved in PDF Format must be opened in Adobe Acrobat Reader 3.0 (or greater) to print. The freely available Acrobat Reader does not allow you to save your completed form to disk.

1/ Filing codes pertain only to State and County Offices.

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State Office The reports due in November are listed in this table.
Reports
Calendar

| Due Date | Title | Directive Requiring Report |
|-----------------|--|-----------------------------------|
| 11-6-01 | Cost-Share Requests Status Report (CEP-50R) | 1-CONSV |
| 11-6-01 | Progress Report for ACP (ACP-305)(CEP-16R) | 1-CONSV |
| 11-6-01 | Progress Report for ECP (ACP-305)(CEP-18R) | 1-CONSV |
| 11-6-01 | Progress Report for RCWP (ACP-305)(CEP-25R) | 1-CONSV |
| 11-6-01 | Progress Report for SIP (ACP-305)(CEP-46R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPHS (ACP-305)(CEP-52R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPHSF (ACP-305)(CEP-55R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPMWF (ACP-305)(CEP-56R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPMWF2 (ACP-305)(CEP-57R) | 1-CONSV |
| 11-6-01 | Interim EQIP Progress Report (CEP-60R) | 1-CONSV |
| 11-6-01 | Progress Report for EQIP (ACP-305) (CEP-60R) | 1-CONSV |
| 11-6-01 | TAP Progress Report (AP-305) (CEP-62R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPMP (ACP-305) (CEP-63R) | 1-CONSV |
| 11-6-01 | Progress Report for PRP (ACP-305) (CEP-65R) | 1-CONSV |
| 11-6-01 | Progress Report for ECPCGF (ACP-305) (CEP-67R) | 1-CONSV |
| 11-15-01 | Late Voucher Report (NAP-1R) | 2-NAP |
| 11-15-01 | LA Interest Payment Report (NAP-2R) | 2-NAP |
| 11-15-01 | RCWP Status Report (CEP-28R) | 1-RCWP |
| 11-22-01 | Reconciliation of Peanut Basic and Effective Quota (PA-126R) | 1-PN |